AVAYA

Avaya 7208 Digital Deskphone User Card

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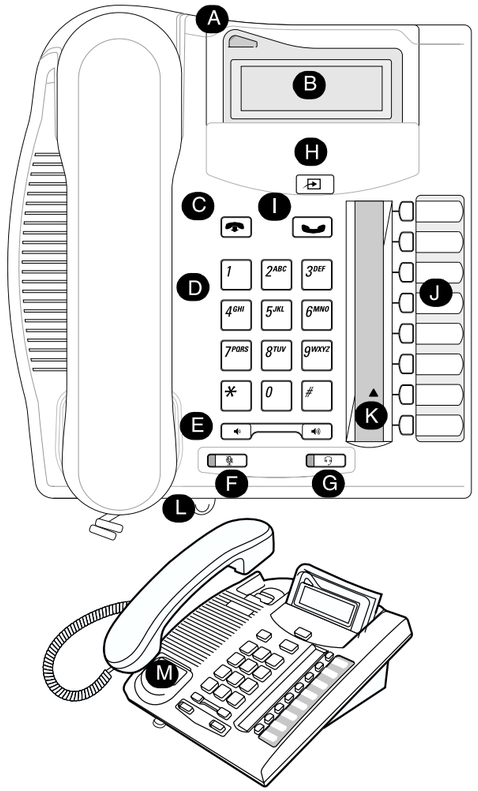


Your 7208 telephone

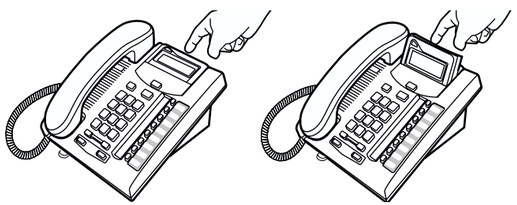
A Telephone light

Flashes for incoming calls.

Lights up when Message Waiting Indication (MWI) is supported by system software. Contact your system administrator for more information.

B Adjustable display

Shows the time and date, call and feature information. Adjust the display to your personal preference.



C Release button

Ends an active call or feature.

D Dial pad

E Volume control

Adjusts the handset, handsfree, headset and ringer volume.

Your 7208 telephone

F Mute button

Turns the microphone off or on when you are on a call.

G Headset button

Turns the headset mode on.

H Feature button

Starts or ends a feature.

I Hold button

Places calls on hold.

J Memory and line buttons

K ▲ Indicators

Appear next to active line and memory buttons.

L Feature card plate

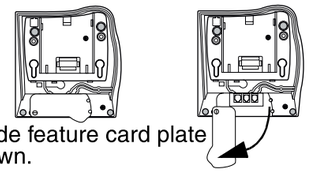
Storage compartment for your feature card.

M Number card

Write your extension number on this card.

Cord connections

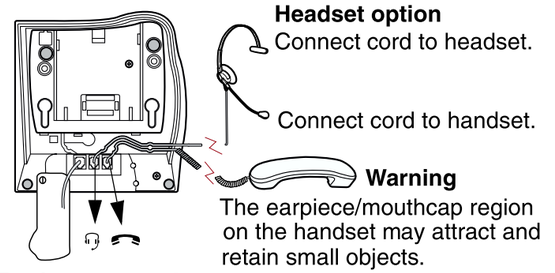
1



Slide feature card plate down.

Insert line cord.

2



Headset option

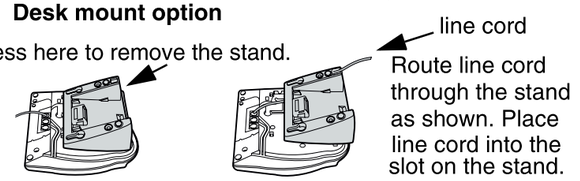
Connect cord to headset.

Connect cord to handset.

Warning

The earpiece/mouthcap region on the handset may attract and retain small objects.

3 **Desk mount option**



Press here to remove the stand.

line cord

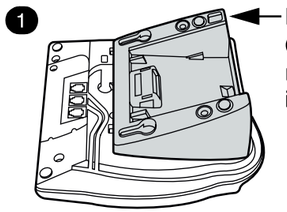
Route line cord through the stand as shown. Place line cord into the slot on the stand.

Mount stand on telephone.

Connect line cord to wall jack.

Wall mount without a telephone stand

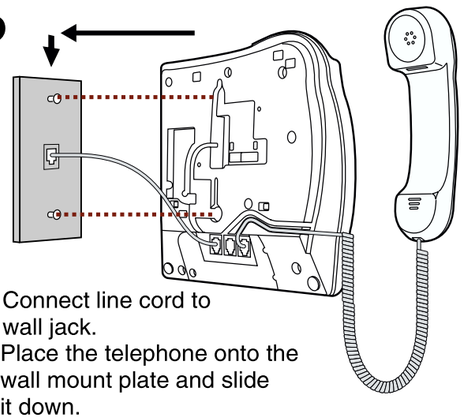
1



Press here to remove the stand.

Connect cords to the telephone, refer to “Cord connections” illustrations.

2

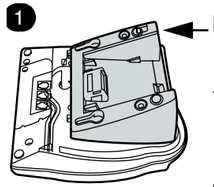


Connect line cord to wall jack.

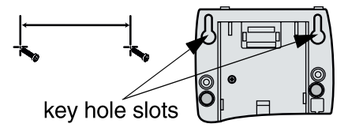
Place the telephone onto the wall mount plate and slide it down.

Wall mount with a telephone stand

1



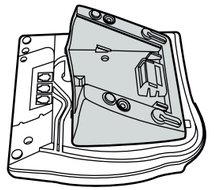
Press here to remove the stand.



key hole slots

Use the key hole slots on the stand to mark the location for the screws. Tighten screws for a secure fit.

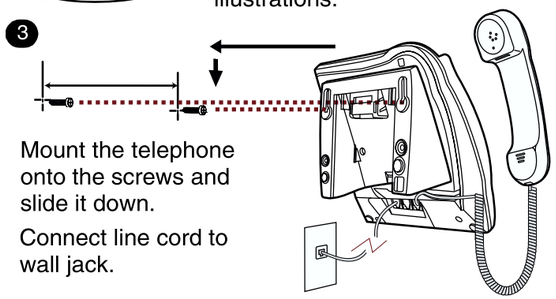
2



Mount the stand as shown.

Connect cords to the telephone, refer to “Cord connections” illustrations.

3



Mount the telephone onto the screws and slide it down.

Connect line cord to wall jack.

Telephone setup

Display contrast level

Adjust the contrast of your display.

1. Press [▶] [*] [7].
2. Press [1] to [9] to select a contrast level. The higher the number the higher the contrast level.

Language choice

[▶] [*] [5] [0] [1]
Select Primary Language for the telephone display.
[▶] [*] [5] [0] [2]
Select Alternate Language for the telephone display.
[▶] [*] [5] [0] [3]
Select Alternate Language 2 for the telephone display.
[▶] [*] [5] [0] [4]
Select Alternate Language 3 for the telephone display.

Ring type

Select a different ring for your telephone.

1. Press [▶] [*] [6].
2. Press [1], [2], [3], [4] to hear the different ring types.
3. Press [▶] to store the ring type.

Button inquiry

Check what is programmed on your buttons.

1. Press [↵][*][0] .
2. Press the button(s) that you want to check.
3. Read the display. Button assignment examples are shown below.

Line XXX (LINENAME)	**Intercom** XXXX (SETNAME)
Internal autodial Autodial (XXXX)	**External autodial** (XXXXXXXXXX)
Feature (FEATURENAME)	**Handsfree** Handsfree

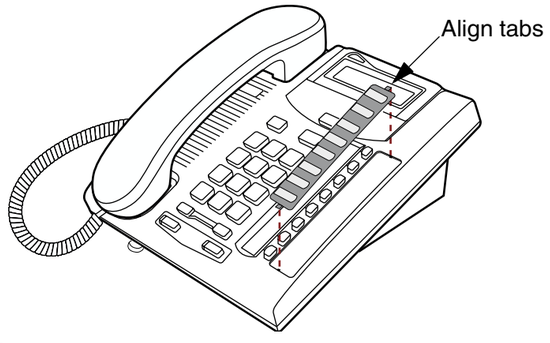
4. Press [↵] when finished.

Button labels

Use the button label strip on the telephone to show what is programmed on the buttons. Spare button label strips are provided with your telephone.

How to label your buttons

1. Remove the plastic lens and button label strip from the telephone.
2. Write the name of each button on the button label strip.
3. Insert the button label strip back on the telephone.
4. Insert plastic lens, matching the tabs on the lens with the notches on the telephone.



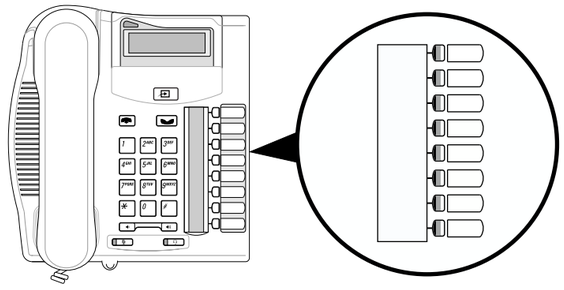
Tip

Use the Desktop Assistant application to customize button label strips for your telephone.

Go to www.avaya.com and download the Desktop Assistant application to your personal computer.

Memory buttons

Memory buttons are buttons with ▲ indicators not assigned as line, intercom or handsfree buttons. Memory buttons store internal and external numbers or features to give you one touch dialing or feature activation.



Programming memory buttons

You can program a memory button with a new number or feature.

External autodial

1. Press [↵][*][1] .
2. Press a memory button.
3. Dial the external number.
4. Press [☎] to store the number.
5. Label your new button.

Internal autodial

1. Press [↵][*][2] .
2. Press a memory button.
3. Dial the extension number.
4. Label your new button.

Features

1. Press [↵][*][3] .
2. Press a memory button.
3. Press [↵] and enter the feature code.
4. Label your new button.

How to erase memory buttons

1. Press [↵][*][1] .
2. Press a memory button.
3. Press [☎] to erase the button.

Making and answering calls

Making calls

There are many ways to make a call, depending on your telephone programming and the type of call.

External calls using line buttons

1. Lift the handset.
2. Press a line button.
3. Dial the external telephone number.

External calls using intercom buttons

1. Lift the handset.
2. Press an intercom button and enter a line pool access code.
3. When you hear an external dial tone, dial the external telephone number.

Contact your system administrator for a list of line pool codes.

Internal calls using intercom buttons

1. Lift the handset.
2. Press an intercom button.
3. Dial the extension number.

Contact your system administrator for a list of extension numbers.

Answering calls

When your telephone rings and the display light flashes or when an intercom or line button ▲ indicator flashes:

- Lift the handset.
  OR
  Press the button with the flashing ▲ indicator before you lift the handset.

How to hold calls

- While on a call, press [☎]. The ▲ indicator for the line on hold will flash.
- To retrieve a held call, press the line button with the flashing ▲ indicator.
- Calls are put on hold automatically when you switch from one line to another.

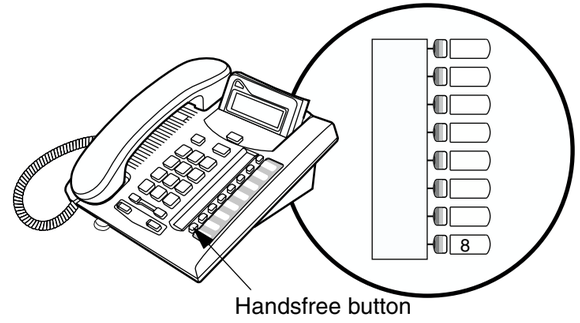
More on making and answering calls

Handsfree calls

Your system administrator must program the handsfree feature on your telephone.

- Press the handsfree button on your telephone to make or answer a call.
- To switch to handsfree when you are on a call, press the handsfree button and replace the handset. Lift the handset to switch back.

When programmed, the handsfree feature is assigned to button 8 on your telephone.



How to mute calls

- While on a call, press [🎤] to turn the microphone off. The [🎤] light flashes when the microphone is off.
- Press [🎤] again to turn the microphone on.
- Use [🎤] on handset, handsfree or headset calls.

Headset calls

- Press [🎧] to activate the headset mode. When the [🎧] light is on, press a line or intercom button to make a call.
- Press [🎧] to answer a call when the telephone rings or when an intercom or line button ▲ indicator flashes.
- To switch to your headset when you are on a call, press [🎧] and replace the handset. Lift the handset to switch back.

Warning

Avaya does not support the connection of a headset to the 7208 telephone, unless handsfree is enabled within the system programming. If handsfree is not enabled, certain call handling features may not work as intended.